

OFFICIAL TRANSCRIPT REQUEST

- Transcripts will *not* be released if financial obligations have not been satisfied.
- Please use a *separate form* if mailing to more than *one address*.
- A picture *ID* is required to pick up a transcript.
- Allow *three to five* working days for processing.
- All transcripts are \$10 per copy.
- Please attach any addendums you wish to be sent with this Official Transcript.

Date of Birth

Z								
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Student ID Number (Z#)

Last Name (Maiden Name) First Name Middle Name

Street Address City State Zip

Phone Number FAU E-mail Address

Check one: ☐ Pick Up _____ Transcript(s) ☐ Mail _____ Transcript(s)
(#) (#)

- ☐ Now
- ☐ After current term's grades are posted
- ☐ After degree is posted
- ☐ After certifications are posted

Please use a separate form for each address if mailing to more than one address.

Send Transcript(s) to:

Name/Institution

Attention to

Street Address

City/State/Zip

Signature